DOCUMENT RESUME

ED 362 525 TM 020 441

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TITLE Survey It: Appraising Schools.
INSTITUTION Korean Sahmyook Univ., Seoul. Behavioral Science Research Inst.; Pacifica Inst., Folsom, CA.
PUB DATE 91
NOTE 74p.
PUB TYPE Guides - Non-Classroom Use (055) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Academic Achievement; Business; Curriculum Evaluation; *Data Collection; Educational Assessment; *Educational Research; Elementary Secondary Education; Field Studies; Foreign Countries; Institutional Characteristics; Models; *Research Methodology; *School Surveys; Student Evaluation
IDENTIFIERS South Korea

ABSTRACT

A survey in education describes the present condition of an educational program and forms the basis for knowing what is happening in a particular school. This volume is intended to be a practical guide to school surveying in South Korea, but not a scholarly thesis on surveys. The emphasis is on field studies and how surveyors can perform a school survey. The survey model presented follows the common organization of schools and is readily understood by most educators. The four main components are: (1) institutional affairs; (2) academic affairs; (3) student affairs; and (4) business affairs. Actual samples of surveys are presented to serve as patterns for other surveyors. Many types of documents may be collected and studied in a school survey. Some examples of these are presented, and a form is included for surveyors to use in conducting an educational survey. (SLD)

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ED 362 525

APPRAISING SCHOOLS

SURVEY IT

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SURVEY IT

by Rudolf E. Klimes, Ph.D.

Behavioral Science Research Institute

Korean Sahmyook University

SURVEY IT

by Rudolf E. Klimes,

Published by the
Behavioral Science Research Institute
Korean Sahmyook University, Seoul 139-742, Korea

Developed in cooperation with the
Pacifica Institute
132 Rhoades Way, Folsom, CA 95630

Limited Research Edition

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I. SURVEY MODEL

A survey in education describes the present condition of an educational program. It forms the basis for knowing what is happening in a particular school and how education takes place in that setting. A survey is an overview and does not go into the fine details that would be found in research. But it provides sufficient information to answer the main questions that educators would generally ask about a school.

A surveyor may first ask a very general question, such as: WHO DOES WHAT, WHEN AND WHERE, AND WITH WHAT RESULTS?

This question consists of five main parts, each dealing with a subordinate question:

1. "WHO" refers to the people involved in the institution. That includes administrators, faculty, staff, students and graduates. Schools serve people.

2. "WHAT" deals with the various activities that go on in the school setting. The three main ones are administering, teaching and learning. Administrators administer, teachers teach, and students learn. Or that is at least the general concept of a school.

3. "WHEN" relates to the time-elements and schedules that are a part of every institution. One definition of an institution may be that of PEOPLE ON SCHEDULES. Institutional time is often carefully planned and coordinated through the various schedules.

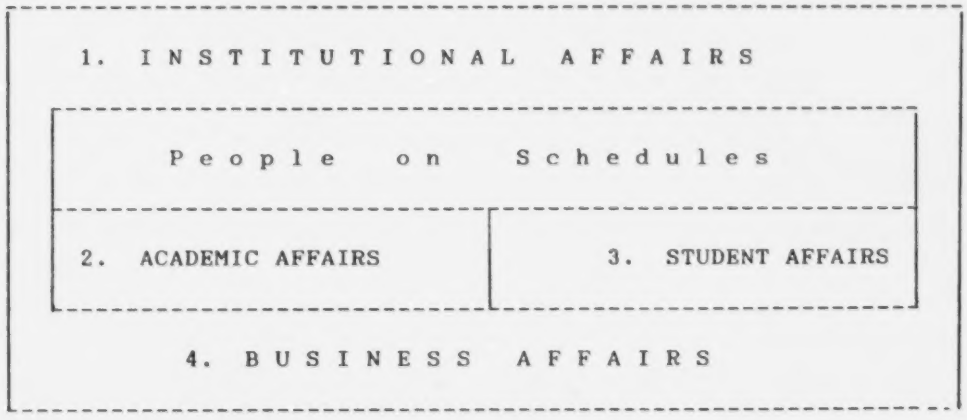
4. "WHERE" refers to the places in which the above activities take place. Education usually takes place in classrooms and other spaces that are part of the school complex.

5. "WITH WHAT RESULTS" deals with the outcome of the educational process. This subordinate question deals with the levels and results of the measurement and evaluation process that is a component of every school.

These questions lead to the survey model that features the main components of school surveys. The survey model developed by the author and presented here follows the common organization of schools and thus is readily understood by most educators.

The four main components of the model, as presented in Figure 1, are institutional affairs, academic affairs, student affairs, and business affairs. Institutional affairs deal with all institution-wide concerns that are not directly associated with classroom instruction-learning and buildings-finances. Some of the concerns of institutional affairs are public relations, alumni and institutional planning and development. Academic affairs deal with teaching. Student affairs deal with student life and extra-curricular activities. All concerns about buildings and finances are functions of business affairs.

Figure 1. The Survey Model



This volume follows the organization presented in the survey model. First, a sample survey pattern is presented, then two sets of forms that may be actually used by surveyors as they go out to schools and survey them.

It is intended that this volume serve as a practical guide to school surveying, not as a scholarly thesis on school surveys. Thus the emphasis is on field studies and how surveyors can perform a school survey. Users of this volume should not feel limited by the approaches presented in these pages, but should see them as a springboard of ideas and feel free to add or subtract areas and concerns as may suit the particular situation. If this volume helps educators to look more carefully and critically at their schools, then it has served its purpose well.

II. SURVEY PATTERNS

This section presents actual samples of surveys that can serve as pattern for other school surveyors. The survey follows the survey model given in the first section and thus consists of four major areas, namely institutional, academic, student and business affairs. Some sections are longer than others. Since the main objective of schools is teaching and learning, the section on academic affairs is longer than the others.

The activities in the classroom and laboratories are central to the educational process. Thus it was felt that one visit to one classroom or laboratory would be insufficient. A broader sample of classroom activities must be surveyed, before a clear picture of the school emerges. Five visits to different classrooms seem to be the absolute minimum, thus five forms for classroom teaching were included. But surveyors are encouraged to visit and survey as many classrooms as is needed to obtain a satisfactory sample and thus an understanding of what goes on at the selected school. For a detailed survey, a visit of one class-period in each class may be required. "Class" here means a group of students that generally study together.

A. SURVEY PROCESS

The first part of this section presents the survey forms as they were used in a sample survey. They are given here as they would be written in an actual case. Even so the second section shows documents from Hiroshima Saniku Gakuin, the forms completed in this section do not deal with that school.

1. SURVEY SUMMARY on May 5, 91 by R. Klimes

1. Name of institution West Iri School
2. Address 42 Main, Iri
3. Telephone and FAX 875-3267 875-1467
4. Direction of how to get there train to Iri
5. Level and type of institution high school
6. Year of establishment 1948
7. Head of the institution, and title Mr. Ko, Principal

SUMMARY OF ADEQUACY, taken from the following pages.

Forms	Average (Mean)	Spread (Standard Deviation)	Rank (Order)
INSTITUTIONAL AFFAIRS			
2. Educational survey	3.5		3
3. Institutional activities	2.8	1.3	12
ACADEMIC AFFAIRS			
4. Academic activities	2.6	1.1	13
5. Educational resources	3.3	1.0	8
6A Opinion of course	3.2	1.2	9
6B Opinion of course	3.4	1.2	6
6C Opinion of course	3.5	1.1	4
6D Opinion of course	3.2	1.0	10
6E Opinion of course	3.3	1.2	7
STUDENT AFFAIRS			
7. Student administration	3.5	1.1	5
8. Church activities	3.9	0.9	2
BUSINESS AFFAIRS			
9. Physical facilities	2.9	1.1	11
10. Financial affairs	4.1	0.9	1
Total			
1. INSTITUTIONAL ADEQUACY	3.3		

Number of attached documents 2

2. EDUCATIONAL SURVEY of *West Iri* on *May 3, 91* by *RK*

PEOPLE:	Administration Chief	Administration Associates	Faculty	Staff	Students & Graduates 1	2	3	4	Tot	Grads
Number	1	3	12	5	120	110	110		340	4,357
% Male	100	100	70	30	50	45	45		47	48
%Religion	100	100	100	100	80	80	80		80	52
Age*	52	51	31	30	16	17	18		17	35
Education*	MA	MA	MA	12	9	10	11		10	AA
Experience*	20	10	6	3	-	-	-		-	15
Stud/employ	-	-	-	-	10	9	9		30.9	207
AcPerform#	4	4	4	5	4	3	4		4	3
Relations#	5	4	5	4	4	4	5		4	4

FACILITIES:	Offices	Dorms	Others	Labs	Classrooms				
Rooms	3	2	4	4	2	2	2	6	-
Size* Pyong	12	120	80	45	40	40	40		
Quality#	5	3	3	3	4	4	4		

RESOURCES:	Guides	AVs	Lib-books	Work-Cap.	Income	Expense
1989	3	8	3,457	110 x	89,216,455	87,456,321
1990	3	9	3,842	98 x	90,412,311	91,321,672
Adequacy#	4	4	3	5	4	4

SCHEDULE/Year:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Terms/dates		15 ←		1st		30 →		16 ←	2nd			19 →
Days per term				112						115		
Major events				Sport. Day								Grad.
Stud. tests			24 Midt		20 Final			20 Midt			15 Final	

OBJECTIVES ACHIEVED#: 1 4, 2 3, 3 1, 4 2, 5 5, 6 4, 7 5, Total# 3.5
SPECIAL RESOURCES: Labs, # 4
TEACHING METHODS*: Lectures, Labs, # 4
STANDARDS/EVALUATION: MIDTERMS, FINALS, # 4

* Average(Mean) # On scale 1-5, with 5 as the most outstanding.

3. INSTITUTIONAL ACTIVITIES SURVEY of West Ini on May 3, 96 by RK

Complete the blanks and rate the adequacy on scale of 1-5, 5=most outstanding.

Areas	Responsibility of	Adequacy
1. School board activities.....	Mr. Ko	1 2 3 (4) 5
2. Long range planning.....	Mr. Ko	1 (2) 3 4 5
3. Administrative meetings.....	Mr. Ko	1 2 (3) 4 5
4. Faculty and staff meetings.....	Mr. Ko	1 2 3 (4) 5
5. Faculty and staff handbook.....	Mr. Ko	1 2 (3) 4 5
6. Table of organization.....	Mr. Ko	1 2 (3) 4 5
7. Accreditation.....	Mr. Ko	1 2 3 4 (5)
8. Government relations.....	Mrs. Shin	1 2 3 4 (5)
9. Parent relations.....	Mrs. Shin	1 (2) 3 4 5
10. Community relations.....	Mrs. Shin	(1) 2 3 4 5
11. Relations with other schools...	Mr. Ko	1 (2) 3 4 5
12. Faculty/staff relations.....	Mr. Ko	1 2 3 (4) 5
13. Church relations.....	Pastor Ha	1 2 3 (4) 5
14. Student recruitment.....	Mr. Ko	1 2 3 (4) 5
15. Monitoring school objectives...	Mr. Ko	(1) 2 3 4 5
16. Public events.....	Mrs. Shin	1 (2) 3 4 5
17. Graduations.....	Mr. Park	1 2 (3) 4 5
18. Alumni affairs.....	Mrs. Shin	1 (2) 3 4 5
19. Development/fund raising.....	Mr. Ko	(1) 2 3 4 5
20. Institutional research.....	—	(1) 2 3 4 5
AVERAGE ADEQUACY (Mean).....		2.8
SPREAD OF ADEQUACY (Standard Deviation).....		1.3

4. ACADEMIC ACTIVITIES SURVEY of West Iri on May 3, 91 by RK

Complete the blanks and rate the adequacy on a scale 1-5, 5=most outstanding.

Area	Responsibility of	Adequacy
1. School bulletin.....	Mr. Park	1 2 3 (4) 5
2. Student admissions.....	Mr. Park	1 2 3 (4) 5
3. Student academic records.....	Miss Kim	1 2 (3) 4 5
4. Student grading system.....	Mr. Park	1 2 (3) 4 5
5. Class scheduling.....	Mr. Park	1 2 3 (4) 5
6. Religious education.....	Pastor Ha	1 2 3 (4) 5
7. School music program.....	Miss Ko	1 2 (3) 4 5
8. Student work education.....	Mr. Park	(1) 2 3 4 5
9. Industrial education.....	Mr. Wong	(1) 2 3 4 5
10. Course offerings.....	Mr. Park	1 2 (3) 4 5
11. Teacher supervision.....	Mr. Park	1 (2) 3 4 5
12. Teacher evaluation.....	Mr. Park	(1) 2 3 4 5
13. Teacher in-service ed.	Mr. Park	1 (2) 3 4 5
14. Library.....	Miss Lee	1 2 (3) 4 5
15. Audio-visuals.....	Miss Lee	1 (2) 3 4 5
16. Curriculum development.....	Mr. Park	1 (2) 3 4 5
17. Testing program/schedules.....	Mr. Park	1 (2) 3 4 5
18. Academic advising.....	Mr. Park	1 (2) 3 4 5
19. Teacher load adjustments.....	—	(1) 2 3 4 5
20. Academic atmosphere.....	Mr. Park	1 2 3 (4) 5
AVERAGE ADEQUACY (Mean).....		2.6
SPREAD OF ADEQUACY (Standard Deviation).....		1.1

5. EDUCATIONAL RESOURCES SURVEY of West Iri on May 3, 94 by RK

Complete the blank and rate the adequacy on scale of 1-5, 5=most adequate.

Area	Amount	% Over 15 Years Old	Adequacy
1. 000 area books, General	301 vol.	50 %	1 2 (3) 4 5
2. 100 area books, Philosophy	303	80	1 2 (3) 4 5
3. 200 area books, Religion	275	80	1 2 (3) 4 5
4. 300 area books, Social St.	300	70	1 2 3 (4) 5
5. 400 area books, Languages	310	70	1 2 (3) 4 5
6. 500 area books, Science	301	40	1 2 3 4 (5)
7. 600 area books, Applied Sc.	302	40	1 2 3 (4) 5
8. 700 area books, Fine Arts	312	60	1 (2) 3 4 5
9. 800 area books, Literature	306	60	1 (2) 3 4 5
10. 900 area books, History	307	90	1 2 (3) 4 5
11. Magazines subscribed....	40	.....	1 2 (3) 4 5
12. Card catalog.....	1	.....	1 (2) 3 4 5
13. Projectors.....	2	0	1 2 3 (4) 5
14. TVs.....	1	0	1 2 3 4 (5)
15. Video-recorders.....	2	0	1 2 3 (4) 5
16. Tape-recorders.....	4	0	1 (2) 3 4 5
17. Computers for students..	30	0	1 2 3 4 (5)
18. Pianos for students.....	6	50	1 2 (3) 4 5
19. Science equipment.....	352	50	1 2 (3) 4 5
20. Physical Education equip.	48	0	1 (2) 3 4 5

AVERAGE ADEQUACY (Mean)..... 3.3

SPREAD OF ADEQUACY (Standard Deviation)..... 1.0

6A. OPINION OF COURSE entitled West Iri on May 3, 9th by RK

Instructions: Circle the number that represents your opinion and give evidence or example:
0 = no, or does not apply
1 = almost never 4 = often
2 = seldom 5 = almost always
3 = sometimes

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	(4)	5	voice
2.	is friendly	0	1	2	3	(4)	5	smile
3.	is helpful	0	1	2	(3)	4	5	busy
4.	is open to other opinions	0	1	2	(3)	4	5	no Questions
5.	is accessible to students	0	1	(2)	3	4	5	no office hrs.
6.	stimulates interest	0	1	2	3	(4)	5	-
7.	stimulates curiosity	0	1	2	(3)	4	5	-
8.	prepared for the class	0	1	2	(3)	4	5	no lesson plan
9.	knows the subject	0	1	2	3	4	(5)	no notes
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	(4)	5	in lesson
11.	helps apply learning	0	1	2	(3)	4	5	only understanding
12.	presents good examples	0	1	2	(3)	4	5	some
13.	uses good teaching aids	(0)	1	2	3	4	5	only chalkboard
14.	leads discussions	0	(1)	2	3	4	5	no questions
15.	gives good assignments	0	1	(2)	3	4	5	non
16.	tests and grades fairly	0	1	2	(3)	4	5	no complaints
17.	creates a good atmosphere	0	1	2	3	(4)	5	students happy
18.	uses course-time wisely	0	1	2	3	(4)	5	students busy
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	(5)	students learn
20.	achieved stated objectives	0	1	2	3	(4)	5	AVERAGE (1-20) 3.2
	SPREAD OF SCORES (Standard Deviation).....							1.2

6B. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1. is enthusiastic	0	1	2	3	4	5	_____
2. is friendly	0	1	2	3	4	5	_____
3. is helpful	0	1	2	3	4	5	_____
4. is open to other opinions	0	1	2	3	4	5	_____
5. is accessible to students	0	1	2	3	4	5	_____
6. stimulates interest	0	1	2	3	4	5	_____
7. stimulates curiosity	0	1	2	3	4	5	_____
8. prepared for the class	0	1	2	3	4	5	_____
9. knows the subject	0	1	2	3	4	5	_____
THE INSTRUCTOR ...(TEACHING METHODS)							
10. presents Christian view	0	1	2	3	4	5	_____
11. helps apply learning	0	1	2	3	4	5	_____
12. presents good examples	0	1	2	3	4	5	_____
13. uses good teaching aids	0	1	2	3	4	5	_____
14. leads discussions	0	1	2	3	4	5	_____
15. gives good assignments	0	1	2	3	4	5	_____
16. tests and grades fairly	0	1	2	3	4	5	_____
17. creates a good atmosphere	0	1	2	3	4	5	_____
18. uses course-time wisely	0	1	2	3	4	5	_____
THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19. worthwhile	0	1	2	3	4	5	_____
20. achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6D - 6E STUDENTS MAKE THEIR OWN EXAMPLES

6C. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1. is enthusiastic	0	1	2	3	4	5	_____
2. is friendly	0	1	2	3	4	5	_____
3. is helpful	0	1	2	3	4	5	_____
4. is open to other opinions	0	1	2	3	4	5	_____
5. is accessible to students	0	1	2	3	4	5	_____
6. stimulates interest	0	1	2	3	4	5	_____
7. stimulates curiosity	0	1	2	3	4	5	_____
8. prepared for the class	0	1	2	3	4	5	_____
9. knows the subject	0	1	2	3	4	5	_____
THE INSTRUCTOR ...(TEACHING METHODS)							
10. presents Christian view	0	1	2	3	4	5	_____
11. helps apply learning	0	1	2	3	4	5	_____
12. presents good examples	0	1	2	3	4	5	_____
13. uses good teaching aids	0	1	2	3	4	5	_____
14. leads discussions	0	1	2	3	4	5	_____
15. gives good assignments	0	1	2	3	4	5	_____
16. tests and grades fairly	0	1	2	3	4	5	_____
17. creates a good atmosphere	0	1	2	3	4	5	_____
18. uses course-time wisely	0	1	2	3	4	5	_____
THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19. worthwhile	0	1	2	3	4	5	_____
20. achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6D. OPINION OF COURSE entitled on by

Instructions: Circle the number that represents your opinion and give evidence or example:
0 = no, or does not apply
1 = almost never 4 = often
2 = seldom 5 = almost always
3 = sometimes

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation).....

6E. OPINION OF COURSE entitled on by

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation).....

7. STUDENT ADMINISTRATION SURVEY of West Jri on My 5, 91 by RK

Complete the blanks and rate adequacy on scale 1-5, 5=most adequate.

Area	Responsibility of	Adequacy
1. Student handbook.....	Mr. Nam	1 2 3 (4) 5
2. Student discipline.....	Mr. Nam	1 2 3 (4) 5
3. Health services.....	Mrs. Shin	1 2 (3) 4 5
4. Student organizations.....	Mr. Nam	1 2 (3) 4 5
5. Student publications.....	Mr. Nam	1 2 3 (4) 5
6. Counseling.....	Mr. Nam	1 (2) 3 4 5
7. Foreign/minority students.....	Mr. Nam	(1) 2 3 4 5
8. Student financial aid.....	Mr. Kang	1 (2) 3 4 5
9. Student socials.....	Mr. Nam	1 2 3 (4) 5
10. Student sport programs.....	Mr. Nam	1 2 3 (4) 5
11. Church services.....	Pastor Ha	1 2 (3) 4 5
12. Other worship activities.....	Pastor Ha	1 2 3 (4) 5
13. Student religious activities..	Pastor Ha	1 2 3 4 (5)
14. Student community services....	Mr. Nam	1 (2) 3 4 5
15. Weeks of prayer.....	Pastor Ha	1 2 3 4 (5)
16. Spiritual nurture.....	Pastor Ha	1 2 3 (4) 5
17. Spiritual retreats.....	Mr. Ko	1 2 3 4 (5)
18. Pastoral counseling.....	Pastor Ha	1 2 (3) 4 5
19. Student evangelism.....	Pastor Ha	1 2 (3) 4 5
20. Spiritual atmosphere.....	Mr. Ko	1 2 3 (4) 5
AVERAGE ADEQUACY (Mean).....		3.5
SPREAD OF ADEQUACY (Standard Deviation).....		1.1

8. CHURCH ACTIVITIES SURVEY of West Iri on May 1, 91 by RK

Complete the blanks and rate the adequacy on a scale of 1-5, with 5= most adequate or outstanding.

Area	Number	Adequacy	Quality
1. Sabbath school program.....	2	1 2 3 4 (5)	
2. Senior classes.....	2	1 2 3 4 (5)	1 2 3 4 (5)
3. Student classes.....	12	1 2 3 (4) 5	1 2 (3) 4 5
4. Junior classes.....	2	1 2 3 4 (5)	1 2 3 (4) 5
5. Children classes.....	2	1 2 (3) 4 5	1 2 3 (4) 5
6. Church service.....	1	1 2 3 (4) 5	1 2 3 (4) 5
7. Church decorations/flowers..	4	1 2 3 4 (5)	1 2 3 4 (5)
8. Music.....	4 Sol. M.	1 2 3 4 (5)	1 2 3 4 (5)
9. Bulletin.....	1	1 2 (3) 4 5	1 2 (3) 4 5
10. Male membership.....	280	1 2 (3) 4 5	
11. Female membership.....	360	1 2 (3) 4 5	
12. Active membership.....	320	1 2 (3) 4 5	
13. Percentage of children.....	15	1 2 (3) 4 5	
14. Number under 30 years of age	310	1 2 (3) 4 5	
15. Pastoral staff.....	3	1 2 3 (4) 5	
16. Volunteers.....	30	1 2 3 (4) 5	
17. Seating in main sanctuary...	400	1 2 3 4 (5)	1 2 (3) 4 5
18. Other parts of church.....		1 2 3 (4) 5	1 2 (3) 4 5
19. Church grounds.....		1 2 (3) 4 5	1 (2) 3 4 5
20. Church finances.....		1 2 3 (4) 5	
AVERAGE ADEQUACY (Mean).....		3.9	
SPREAD OF ADEQUACY (Standard Deviation)		0.9	

9. PHYSICAL FACILITIES SURVEY of West Iri on Hwy 1, Hy RK

Evaluate and circle on a scale of 1 to 5, with 5 the best.

Area	Adequacy	Maintenance	Cleanliness
1. Classrooms	1 2 3 (4) 5	1 (2) 3 4 5	1 2 (3) 4 5
2. Halls	1 2 (3) 4 5	(1) 2 3 4 5	1 (2) 3 4 5
3. Stairways	1 (2) 3 4 5	(1) 2 3 4 5	1 (2) 3 4 5
4. Laboratories	1 (2) 3 4 5	1 (2) 3 4 5	1 2 (3) 4 5
5. Men's Washrooms	1 (2) 3 4 5	1 (2) 3 4 5	1 2 3 (4) 5
6. Ladies' Washrooms	1 (2) 3 4 5	1 2 (3) 4 5	1 2 3 (4) 5
7. Teacher Offices	1 2 3 (4) 5	1 2 (3) 4 5	1 2 3 (4) 5
8. Administrative Offices	1 2 3 4 (5)	1 2 3 (4) 5	1 2 3 4 (5)
9. Auditorium	1 2 3 4 (5)	1 2 3 (4) 5	1 2 3 4 (5)
10. Storage Rooms	(1) 2 3 4 5	1 (2) 3 4 5	(1) 2 3 4 5
11. Cafeteria	1 2 (3) 4 5	1 2 3 (4) 5	1 2 3 (4) 5
12. School Store	1 (2) 3 4 5	1 2 3 (4) 5	1 2 3 4 (5)
13. Dormitory Rooms	1 2 3 (4) 5	1 (2) 3 4 5	1 2 (3) 4 5
14. Dormitory Lounges	1 2 (3) 4 5	1 (2) 3 4 5	1 (2) 3 4 5
15. Faculty Housing	1 2 (3) 4 5	1 2 3 (4) 5	1 2 3 (4) 5
16. Church	1 2 3 (4) 5	1 2 3 4 (5)	1 2 3 4 (5)
17. Play Grounds	1 (2) 3 4 5	1 (2) 3 4 5	1 2 (3) 4 5
18. Car Parking Areas	1 (2) 3 4 5	1 2 3 (4) 5	1 2 3 (4) 5
19. Grass and Trees	1 (2) 3 4 5	1 2 3 (4) 5	1 2 3 (4) 5
20. Roads and Sidewalks	1 2 (3) 4 5	1 2 3 (4) 5	1 2 3 4 (5)
AVERAGES	2.9	2.9	3.6
SPREAD OF ADEQUACY (SD)	1.1		

10. FINANCIAL AFFAIRS SURVEY of West Tri on May 2, 84 by RK

Rate the adequacy, on a 5-point scale, with 5 the best.

Areas	Amount	Percentage	Adequacy
STUDENT EXPENDITURES			
1. Tuition per year	45,540	33	1 2 (3) 4 5
2. Fees per year	2,760	2	1 2 (3) 4 5
3. Dormitory room per year	41,400	30	1 (2) 3 4 5
4. Cafeteria charges per year	44,160	32	1 2 3 (4) 5
5. Special charges, average	4,140	3	1 2 (3) 4 5
Total	138,000	100 %	
SCHOOL OPERATING GAINS (OR LOSSES)			
6. Industries	5,351,681	74	1 2 3 4 (5)
7. Store	723,211	10	1 2 3 (4) 5
8. Cafeteria	289,281	4	1 2 3 (4) 5
9. Dormitories	72,321	1	1 2 3 (4) 5
10. Other	795,521	11	1 2 3 4 (5)
Total	7,232,113	100 %	
INSTITUTIONAL INCOME			
11. Tuition and fees	47,014,111	52	1 2 3 4 (5)
12. Income from above 6-10	7,232,113	8	1 2 3 4 (5)
13. Board appropriations	28,931,112	32	1 2 3 4 (5)
14. Government subsidy	0	0	1 2 3 4 (5)
15. Donations and others	7,232,113	8	1 2 3 4 (5)
Total	90,412,311	100 %	
INSTITUTIONAL EXPENSES			
16. Compensation of teachers	58,445,111	64	1 2 3 (4) 5
17. Compensation of staff	10,958,112	12	1 2 (3) 4 5
18. Educational expenses	12,145,691	13	1 2 3 (4) 5
19. Administrative expenses	9,132,167	10	1 2 3 4 (5)
20. Other	913,216	1	1 2 3 (4) 5
Total	91,321,672	100%	AVERAGE 4.1

SPREAD OF ADEQUACY (Standard Deviation)..... 0.9

II B. SURVEY DOCUMENTS

The two supporting documents are for illustrative purposes only. The first document is an accreditation team report that presents a rather broad survey of an institution, together with commendations and recommendations. The second document is a financial statement.

In the process of conducting an educational survey, many documents are usually examined, and when possible, collected. These present a factual basis for the survey. It is recommended that educational surveyors make an effort to examine all the pertinent documents and collect the important ones to be included in the survey report.

A partial list of educational documents follows:

1. School bulletin
2. Class schedules
3. Faculty and staff handbook
4. Student handbook
5. Map of the campus
6. Annual school budget
7. Financial statement
8. Accreditation report
9. School newspaper
10. School annual
11. School statistical report
12. Master plan

INTRODUCTION

In line with the program of the Department of Eduction of the Far Eastern Division, the above-mentioned educators were designated as the evaluation team for Hiroshima Saniku Gakuin. To prepare for the evaluation a self-study guide questionnaire was sent to the school. The administration, with the help of the faculty, accomplished a very comprehensive report based on the guide.

The evaluation committee conducted several interviews with administrators, faculty, dormitory deans, work-education instructors, office staff, students, and the school chaplain. Recognizing that only through the help and cooperation of the administrators, faculty and students were all the information from the twelve areas of school functions necessary, gathered to make this report. The evaluation committee wishes to express its sincere appreciation to the people who mae this report possible. Our grateful, thanks to the cafeteria matron who prepared tasty and lovely meals and the warmth of the staff's Christian fellowship.

A. GENERAL INFORMATION

Saniku Gakuin is centrally located in Hiroshima-Ken, Daiwa-Cho. Nestled on a hillside surrounded by evergreen hills, abundant in trees and seasonal flowers. It is ideal for study, self-reflection and prayer.

From Hiroshima city this ideal location is about 1/2 hours drive along a scenic country road.

There are three separate programs carried on the school campus, namely the senior high school, the junior high school and the elementary school. Each is headed by a principal all its own, under the directorship of the president who coordinates the functions of these three independent schools. The president is in charge of business management, taking care of the financial operations presently.

Of the total enrollment of 484 academy students, 335 are in the senior level and 145 are in the junior level. Even the faculty's children are actively participating in living-learning educational program in the dormitories. It should be noted that each senior academy and junior academy operates on a three-year curriculum. Most of the faculty's children are in the dormitories.

About 99% of the total academy, senior and junior enrollment, live in the dormitories. The school is far from the concentration of church members.

While most of the students came from Seventh-day Adventist homes of one parent or parents, baptized students in junior high school are 64 of 149 (43%) and in senior high school are 258 of 335 (77%). The parents of both schools give strong support to the schools. They visit the schools from the northern and southern parts of Japan.

Presently, a new chapel is being built by the hands of faculty and students, stimulated by the spirit of service abroad, building chapels and digging wells in Asia as a part of implementation of education programs of internationalization.

In October 1983 the Far Eastern Division Education Department evaluated the senior and junior high schools and recommended a five year accreditation Committee.

COMMENDATIONS

1. To the board for establishing and maintaining a school based on the ideal of principles of three fold education given by E G White.

2. To the board, administration and faculty for their consistent effort in planning, organizing and improving the school's program in its varied aspects.

B. PHILOSOPHY AND OBJECTIVES

The administration published a teacher's manual, job description, and student handbook. Some were revised and some were newly developed and published. This institution maintains high standards and quality in comprehensive living,learning and working programs. Especially strong is the tradition of work education while they maintain the high quality of academic programs.

Due to various factors such as government requirements, church expectations and effects of an affluent society, the existing institutional goals lack clarity and specificity. It seems that strategically oriented goals,, objectives and implementation plans need to be developed.

COMMENDATION

1. To the board and administration for developing job descriptions and the teacher and student handbook.

RECOMMENDATIONS

1. That the board, administration and faculty develop specific objectives for each area of SDA education such as residence halls, work, education, and the community evolvement program.

2. That the board and administration develop systems and strategies involving students so that students feel relevant to the school programs.

C. ADMINISTRATION

The 1983 Evaluation Committee for the Hiroshima Saniku Gakuin made the following recommendations:

1. That the board and administration give study to restructuring the administrative organizational chart to meet the complex needs of the school with special attention to the positions of vice principal, head teachers, church pastor, a proposed director of dormitory deans, and business manager.

2. That the administration revise and update the job descriptions and distribute them to each teacher and staff member.

The board and administration accepted the recommendations and reconstructed the administrative organizational chart placing a principal and a head teacher for each junior and senior high school under a director of schools in 1987.

The board and administration also placed a pastor for the campus church and the directors of religious activities for the schools

The school administration revised and updated the job descriptions and distributed them to each teacher and staff member.

COMMENDATIONS

1. To the board for supporting the administration properly, holding board meetings once a month.

2. To the administration for achieving its responsibilities in accordance with the Seventh-day Adventist philosophy of education.

3. To the administration for implementing the recommendations made b,y the 1983 evaluation committee.

RECOMMENDATIONS

1. That the administration put more effort into informing each teacher and staff member of the role and function of the director of the Hiroshima Saniku Gakuin, although the job description of the director is clearly written., Specifically, the relationship between the director and principals should be clearly informed among the teachers and the staff.

2. That the board and administration study the possibility of placing a business manager in the position of the present director/manager, predicting the severity of school operations in the near future.

3. That the administration study and make improvement in food service to secure the health of the students.

4. That the director give class supervision and guidance in details for the rightful dormitory life of the students.

5. That the director select proper deans of both the boys and girls dormitories and give them proper in-service training.

D. INSTRUCTIONAL STAFF

There are fifty-three teachers and staff members employed at the Hiroshima Saniku Gakuin, fourteen full-time teachers/staff members in the junior high school and thirty-nine full-time teachers/staff members in the senior high school.

There are five part-time teachers, one in the junior high school and four in the senior high school, one is a student missionary.

All the teachers and staff members are Seventh-day ADventists, and thirty-four teachers have degrees from Seventh-day Adventist colleges, (70-80%). There are six AA degrees, three AS degrees, twenty-three BA, one MS, one MDiv, twelve MA, one EDS, and one PhD degree. Five of these fifty-three teachers and staff members have no degrees, but do have special skills and talents with which they serve fully for the needs of the school operation.

For the spiritual and professional development of the teachers and staff members, the Education Department of the JUC plans and holds a teachers and staff members institute every other year to which attendance is mandatory.

The JUC Education Department also plans and holds a summer school every other year at the Saniku Gakuin College for the teachers who do not hold denominational, licenses. This summer school session will be postponed until 1992 because of the ministerial extension school held at the Saniku Gakuin College.

Teachers and staff members who hold SDA denominational licenses take correspondence courses, summer schooling, and attend seminars as needed every other year.

There are twenty-one teachers and staff members who have taught for give years or less, eight taught six to ten years, twelve taught eleven to fifteen years, five taught sixteen to twenty years, and seven taught twenty-one years or more.

The above mentioned factors have been vital elements to carry on the Hiroshima Saniku Gakuin.

COMMENDATIONS

1. To the board for maintaining all Seventh-day Adventist faculty since the establishment of the academy.

2. To the administration for:

    a) its positive attitude in providing the teachers with upgrading programs such as the teacher-training institutes, training courses and correspondence course programs.

    b) for maintaining morning worship everyday and exchanging information after the worship among teachers and staff members.

    c) for having regular worship besides morning worship once a week and exchanging information after the regular worship among teachers and staff members.

3. To the faculty for their devoted services implementing the philosophy and objectives of Hiroshima Saniku Gakuin.

RECOMMENDATIONS

1. That the administration reconfirm the on the job training system for the newly hired teachers and staff members and strengthen the implementation of the OJT for them.

2. That the administration strengthen the effort to recruit SDA music instructors, while non SDA part-time music instructors are increasing.

3. That the administration establish a guiding principle of the dormitory management and make an effort to establish a plan for the future dormitory operation and management.

4. That the administration continue to old the upgrading and training institutes in and out of the campus to upgrade the quality of teachers and staff members.

5. That the administration hold gatherings for the wives of teachers and staff members to exchange their opinions.

E. STUDENTS

There are 149 students in junior high school (75 boys and 74 girls). There are 335 students in the senior high school (140 boys and 195 girls).

The majority of the students are SDA or children of SDA parents and from SDA denominational schools. Students seem to be satisfied with and enjoying campus life centered in the dormitory life, surrounded by abundant nature. The unity of labor among the deans of dormitories and efforts to deepen the communication between the head dean and sub deans of the dormitories are desired to be strengthened further.

Although teachers are educating students according to the SDA standard, they are facing difficulties in guiding students in the area of proper music and personal ornaments. While the staff is searching for ways to improve the food service, in which the students are much interested, the students are desiring the improved change in menu and sanitation. Students re desiring their opinions about rules and regulation to be reflected to from the dress code and regulation in the dormitory life.

COMMENDATIONS

1. To the board and administration for providing students favorable study environment and campus life environment.

2. To the administration and faculty for:

    a) providing students adequate guidance.

    b) practicing abundant programs in variety.

    c) providing a powerful impetus to enrich the religious activities.

RECOMMENDATIONS

1. That the board and administration establish a student committee to study the regular meal menu to satisfy the needs of the students as soon as possible.

2. That the administration guide and coordinate the head deans and sub deans of the dormitories to promote better communication among deans and to deepen the favorable association between the head dean and the students.

3. That the administration study to reflect the opinions of students in discussing whether the uniforms are a necessity or not.

4. That the administration respect and reflect the opinions of students in establishing the school regulation, rules, and by-rules, ,on the firm foundation of school educational principle.

F. GRADUATES

After transferring the school site to the present Hiroshima Saniku Gakuin campus, the number of graduates has grown to over one thousand. The ratio of the students who stay in our church is about forty to fifty percent (40-50%). The school has been paying great efforts to raise the percentage of church settlement of the graduates., Although the organizational development of the alumni association is much expected, it has been difficulty to locate many of the graduates scattered in Japan and abroad.

It is commendable to the efforts of the administration to have been able to locate 70-80% of the graduates presently to whom the school newsletter, The Saniku News, are mailed. The graduates who have membership at the Saniku Gakuin Church even after their graduation are encourage d to transfer their membership to the neighboring churches, for which church pastors have been exchanging their information. There are certain members of the junior high school students who enter into other non-SDA schools after graduation whose whereabouts are hard to track. It seems to be necessary to establish an alumni association for the graduates of the Saniku Gakuin Junior High School.

COMMENDATIONS

1. To the administration and faculty for:

    a) their efforts to maintain the inter-relationship with local church pastors to enforce the church settlement of the graduates.

    b) their ongoing program of regular graduates 'get-togethers'.

c) the orientation program held in Bible instructors for the graduates religious education before they go out of the campus.

RECOMMENDATIONS

1. That the administration and faculty confirm the whereabouts of the junior high school graduates who enter into non-SDA schools to enforce the church settlement of the graduates.

2. That the administration and faculty strengthen the organization and function of the Hiroshima Saniku Gakuin Alumni Association.

3. That the administration and faculty start the survey of the present situation of the church settlement of the graduates.

G. CURRICULA AND PROGRAMS OF STUDY

There are 207 instructional days in the senior highs school and an average of 216 days in the junior highs school. The class periods are 45 minutes in length. Hiroshima Saniku Gakuin High School provides student with the minimum 97 credits required by the Japan Union Conference and the Japanese government for graduation. In addition, 9 credits in vocational training are required, making a grad total of 106 credits. Furthermore, the school has set unique curricula for both the senior high school and the junior high school.

Senior High School Curriculum:

Religious Department (Bible B Class)	2nd & 3rd Grade	2 Credits
Mathematics Drill	3rd Grade	2 Credits
P.E. (Specialized)	3rd Grade	2 Credits

Mathematics (4 courses) - Divided by learning ability

English (4 courses) - Divided by learning ability

Junior High School Curriculum:

Vocational Training (Farming)	(Throughout the Year) All students	1 Period
Citizenship (Campus Life Guidance)	(Throughout the Year) All students	1 Period
Pathfinder Club	(Throughout the Year) All students	1 Period

COMMENDATION

1. To the administration and faculty for setting a unique and balanced curriculum in harmony with the diverse quality levels of students, meeting the denominational and governmental requirements.

RECOMMENDATION

1. That the board and the administration continue to make an extra effort to upgrade or recruit Japanese literature teachers which has been the profound and urgent problem since the last evaluation.

H. INSTRUCTIONAL MEDIA

The present library situation meets the present need of the school size and the operational situation and services re generally satisfactory.

COLLECTION OF BOOKS	Total 19,064 (Japanese - 18,175 & Eng 889)
YEARLY BUDGET FOR THE PURCHASE OF BOOKS	Total Y1,755,410
ACCOMMODATION	68 Seats for Senior High School Students 60 Seats for Junior High School Students

COMMENDATION

1. To the board and administration for maintaining a high standard in volume and quality in terms of facility, collection of book,s, operational systems, services, and yearly budget for the purchase of books.

I. EXTRA-CURRICULAR ACTIVITIES

One hundred forty-nine junior high school students (all of the students) participate in either sports club (10) activities or cultural (7) activities.

Two hundred thirty (230) students out of three hundred thirty-five senior high school students participate in sports club (9) activities and fifty-six (56) students are involved in cultural club activities such as the brass band and church choir.

Regarding religious activities, there are worship and other meetings on Sabbath, chapel hours and week of prayer in spring and fall. As for Sabbath afternoon activities, students participate in such programs as Branch Sabbath School, distributing literature and visitation. All of the junior highs school students participate in the above-mentioned Sabbath afternoon activities.

For senior high school students, puppet club and drama club programs are provided but not all of the students are participating in them. Religious activities planned by the religious committee such as early morning prayer band,s, Bible study groups and spontaneous early morning prayer bands exist on campus.

The total number of baptisms in 1988 is as follows: Junior High School students - forty-three (43), and Senior High School students - eight (8). The goal is to baptize fifty (50) students every year as a result of soul winning activities.

COMMENDATIONS

1. To the administration and faculty for providing the students with varied extra-curricular activities to meet the varied needs and talents of the students. The religious activities on and off campus are notable.

2. To the administration and faculty for setting clear and operational soul winning goals and having good results.

3. To the board and the administration for promoting consciousness towards service programs in the form of work outreach,in Asian developing countries for the past two years, sending students, teachers and staff members.

RECOMMENDATION

When the Hiroshima Saniku Gakuin was evaluated in 1983, the majority of the senior highs school students were participating in the Sabbath afternoon religious activities and a number of students were participating in the literature evangelism work during summer vacation. At the present time, the decrease of the number of students participating in both the above-mentioned activities is recognized.

1. That the administration and the faculty study and promote the autonomous extra-curricular activities such as Sabbath afternoon religious activities, services for community, and other services in and out of the country, making the best use of the training students have acquired.

J. WORK EDUCATION

Hiroshima Saniku Gakuin Academy has 27 work education related departments. All teachers, in different capacities, participate with the students. There are opportunities for needy students to earn partial tuition.

The institution budget annually assigns three million yen (US$22,000) for student labor. The students are distributed to 27 work departments and engage in 8 hours of work per week. Three credits are given for the work education program. Seven work eduction teachers form the work education committee in which plans for programs of work/vocational development are developed and coordinated.

COMMENDATIONS

1. To the board, administration and faculty for implementing the most comprehensive work/vocational development program in the Far Eastern Division.

2. To the board and administration for continued support in the work/vocational programs despite finances and changing attitudes of present youth and students.

RECOMMENDATIONS

1. That the administration and faculty develop special programs to facilitate community relationships by utilizing student skills and knowledge.

2. That the administration and faculty of work education develop a technical package to assist needy people and over-seas schools, etc.

K. SCHOOL PLANT

The facilities and equipment of the Hiroshima Saniku Gakuin are basically meeting the needs of the school. On the whole, the state of maintenance is satisfactory.

A. BUILDINGS:

Classrooms, Laboratories,, Gymnasium, Chapel, Dispensary, Vocational Training Center, Dormitories, Music Classrooms, Cafeteria.

B. VISUAL AID APPLIANCES: (Sufficient)

16mm Movie Projector (1), Video Camera (2), TV (8), Video Tape Recorder (6), Slide Corder (1), Slide Projector (2).

C. OTHER EDUCATIONAL MACHINES:

Typewriters (English Alphabet), Word Processor, Personal Computer

D. BRASS BAND MUSICAL INSTRUMENTS:

1 Set

COMMENDATION

1. To the board and administration for the effort to supply the facilities and equipment sufficient for the basic needs of providing high grade education.

RECOMMENDATIONS

1. That the board and administration make a major reconstruction of the entrance to the cafeteria for the purpose of sanitation and beautification. (Short Range Goal)
2. That the administration replace the carpet of the chapels. (Short Range Goal)
3. That the board and administration give study to provide both junior and senior high schools with gymnasiums for their exclusive use. (Long Range Goal)

4. That the board and administration give study to providing a heated swimming pool. (Long Range Goal)

L. INSTITUTIONAL FINANCE

The preliminary compilation of the school budget is done by the budget committee which collects requests from each department of the school. The budget only comes into effect after the final resolution of the voting organ, the Hiroshima Saniku Gakuin Board.

After analyzing the 1988 financial report, the following three introductory comments can be described.

The average ration of current assets of Japan-wide private senior high school corporations is sixteen percent (16%0 of total assets., On the other hand, the ratio of the current assets of the Hiroshima Saniku Gakuin in nineteen percent (19%) of the total assets. This is a desirable phenomenon in terms of school operation.

The average ratio of insertion in unallocated net worth of Japan-wide private senior high school corporations is seventy-one percent (71%) of the total assets. On the other hand, the unallocated net worth of the Hiroshima Saniku Gakuin is eighty-four percent (84%) which shows a substantial repletion, in a sense, of unallocated net worth. In this case, when surplus arises, there seems to be no need of a reserve for insertion for a while.

The average ratio of compensation of Japan-wide private senior high school corporations if fifty-five percent (55%) of expenditure, decreasing the ratio by 4.2% since 1978 as the result of their efforts. But, the Hiroshima Saniku Gakuin's ration of compensation increased from 40.3% to 57% of expenditure, indicating the maximum limit. This figure of 57% indicates the maximum limit, although the Hiroshima Saniku Gakuin boarding school has special particularity which cannot be compared with other private senior high schools without dormitories.

COMMENDATIONS

1. To the board and administration for encouraging the treasurer and accountants to analyze the financial data, grasping the problem area and doing the best for the healthy financial operation.

2. To the administration and finance office personnel for making outstanding improvement in comparison with the 1982 financial report submitted at the last school evaluation and the 1988 financial report.

COMPARISON:

A. Financial Report	1982	1988
Assets:	Y2,660,470,604	Y2,923,650,434
Current Assets:	241,918,570	554,757,074
Working Capital:	108,262,741 (167.61% of required amount)	396,590,505 (529.52% of required amount)
Reserve Fund:	83,736,922	30,429,111
Operating Fain:	29,262,752	76,667,493
Net Loss or Gain:	(17,761,300)	16,635,670
Net Worth:	47,024,052	60,031,825

B. Ratio of School Operating Income:

Income from Students:	32.6%	31.8%
Government & Prefectural Subsidies:	19.6%	16.5%
Donations (including JUM)	13.9%	13.4%
Others (dormitories)	33.9%	38.3%

3. To the administration and finance office personnel for making the collection percentage of student accounts 100 percent.

RECOMMENDATIONS

1. that the administration and treasurer enter the surplus gained after sweeping away the net loss in 1988 into reserve funds instead of entering surplus into unallocated net worth.

2. That the administration improve the situation in which the income from the cafeteria is being used for other financial operations instead of improving the cafeteria plant and operations, although the situation is understandable.

3. That the board and administration consider the correlation of the three areas of compensation, base up, and rise of tuition to increase income, for if salary is raised up, the percentage of compensation against the expenditure goes up when the percentage of compensation is already considerably high.

MAJOR COMMENDATIONS

1. To the board, administration, faculty and staff for maintaining the high quality of comprehensive three fold Christian eduction program and setting an excellent model of Seventh-day Adventist education.

2. To the administration, faculty and staff for the maintenance of a beautiful campus which provides an ideal natural environment for the students.

3. To the board and administration for reversing the net loss situation in 1982 into a net gain through the years until 1988.

MAJOR RECOMMENDATIONS

1. That the board and administration give serious study to improve food service personnel and plant facility related to the cafeteria, so that a pleasant atmosphere, efficient service, and professional upgrading may be achieved.

2. That the administration give continual effort to develop teachers so that each teacher is assigned to his/her major area.

3. That the administration and faculty develop a system and strategy to involve students (selected) effectively to renovate school policy, cafeteria service, residence hall administration and management, etc.

HIROSHIMA SANIKU GAKUIN
Comparative Statement of Working Capital and Liquidity
March 31, 1990 & 1989

Working Capital	March 31, 1990		March 31,1989	
Total Current Assets		631,425,517		554,757,074
Less: Total Current Liabilities		178,634,895		158,166,569
Total Working Capital		452,790,622		396,590,505
Required Working Capital 15% of Annual Operating Expense				
1989 -499,304,310	74,895,647			
1988 -498,716,307			74,895,647	
Allocated Net Worth				
1989 -				
1988 -				
Total Requirement		74,895,647		74,895,647
Working Capital in Excess(Short) or Requirement		377,894,975		321,694,858
Percentage of Requirement		604.56%		529.52%
Liquidity				
Cash and Banks	504,734,554		404,784,276	
Securities and Investment	122,856,894		145,392,179	
A/R - (Higher 0)	0		0	
Total Liquid Assets		627,601,448		550,176,455
Less: Commitments				
Total Current Liab.	178,634,895		158,166,569	
Allocated Net Worth	0		0	
Total Commitments		178,634,895		158,166,569
Net Liquid Assets Surplus		448,966,553		392,009,886
Percentage of Liquid Assets to Commitments		351.33%		347.85%

HIROSHIMA SANIKU GAKUIN
STATEMENT OF INCOME AND EXPENSE
March 31, 1990

	Student Income	Budget To Date	Actual To Date	(Loss) Gain	Sr.H	Jr.H	Elem.
	Tuition Income	92,814,000	92,886,400	72,400	65,318,400	24,976,000	2,592,000
	General Fee Income	51,986,000	51,977,600	(8,400)	36,180,000	15,164,000	633,600
	Facility Income	10,135,000	10,135,400	400	6,794,700	3,340,700	0
	Entrance Income	19,285,000	19,185,000	(100,000)	14,300,000	4,720,000	165,000
	Student Donation	16,150,000	16,150,000	0	7,400,000	8,750,000	0
	Sub Total	190,370,000	190,334,400	(35,600)	129,993,100	56,950,700	3,390,600
	Examination Fee Income	2,093,000	2,178,000	85,000	1,488,000	670,000	20,000
	Other Fee Income	340,000	294,845	(45,155)	258,045	36,000	800
	Total from Student	192,803,000	192,807,245	4,245	131,739,145	57,656,700	3,411,400
	EXPENSE						
S-8	Compensation-T	213,704,000	210,419,968	3,284,032	138,172,806	56,476,263	15,770,899
S-9	Compensation-W	131,402,000	130,382,506	1,019,494	110,445,600	19,936,906	0
S-10	Educational Expense	100,445,000	95,314,759	5,130,241	64,455,718	26,541,229	4,317,812
S-11	Administrative Exp.	80,494,000	73,450,317	7,043,683	48,527,786	21,959,913	2,962,618
	Total Operating Exp.	526,045,000	509,567,550	16,477,450	361,601,910	124,914,311	23,051,329
	Other Income Received						
	Dormitory Income	88,667,000	88,605,750	(61,250)	61,645,500	26,960,250	0
	Dormitory Facility	7,260,000	7,260,020	20	5,559,300	1,700,720	0
	Heating Fee Income	7,637,000	7,499,430	(137,570)	5,144,850	2,292,780	61,800
	House Rent Income	14,000,000	13,929,100	(70,900)	9,053,915	4,178,730	696,455
	Interest Income	18,900,000	21,078,996	2,178,996	13,701,347	6,323,699	1,053,950
	Practice Income	4,400,000	4,549,170	149,170	2,956,961	1,364,751	227,458
	Miscellaneous Income	1,000,000	976,027	(23,973)	634,418	292,808	48,801
	Income from Quitting	12,938,000	12,938,838	838	4,104,500	5,965,888	2,928,450
	Service Dept. Income	81,000,000	81,759,394	759,394	57,231,576	16,351,879	8,175,939
	Total	235,862,000	238,656,725	2,794,725	160,032,367	65,431,505	13,192,853
	Operating Loss without Grant	(97,380,000)	(78,103,580)	19,276,420	(69,830,398)	(1,826,106)	(6,447,076)
	Grant & Donation Received						
	General Donation	10,000,000	10,791,978	791,978	8,296,240	2,093,706	402,032
	Secondary School Sub.	0	0	0	0	0	0
	Special Donation	33,960,000	16,410,000	(17,550,000)	11,517,000	4,743,000	150,000
	JUC Special Donation	72,455,090	72,455,698	698	50,718,989	21,736,709	0
	Total	116,415,000	99,657,676	(16,757,324)	70,532,229	28,573,415	552,032
	Subsidy from Government	0	53,600	53,000	53,000	0	0
	Subsidy from Prefecture	100,008,000	103,250,634	3,242,634	70,777,634	24,881,000	7,592,000
	Total	100,008,000	103,303,634	3,295,634	70,830,634	24,881,000	7,592,000
	Total Operating Gain	119,043,000	124,857,730	5,814,730	71,532,465	51,628,309	1,696,956
	Net Increase to Net Worth	(142,707,000)	(106,080,854)	36,626,146			
	Net Gain	(23,664,000)	18,776,876	42,440,876			

TREND REPORT - SANIKU GAKUIN
March 31, 1990

Values in Yen at 141 to US$ (Unit : in Million)

	March			Last Twelve Month											
	1987	1988	1989	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
LIQUIDITY															
Curret Ratio	356 %	351 %	353 %	354 %	346 %	332 %	332 %	338 %	334 %	341 %	346 %	265 %	324 %	292 %	353 %
Acid Test	348 %	348 %	351 %	342 %	318 %	298 %	289 %	348 %	307 %	303 %	295 %	300 %	285 %	254 %	351 %
No. of Days Expenses in Cash, Investments & Inventories	342	397	443	470	400	295	321	361	384	393	394	377	380	413	443
RECEIVABLES AND PAYABLES															
Days Income In Student Receivables	3.3	0.5		1.3	2.7	0.8	1.9			0.2	3.9				
Total Student Receivables	5.05	0.82		4.72	7.58	1.90	4.11			0.45	7.13				
Inter-org. Receivables											3.1				
Total Receivables	5.68	1.27	1.04	17.18	44.70	54.63	75.13	37.95	46.24	65.95	93.70	70.49	71.77	83.05	1.04
Inter-org. Payables	7.93	4.23	9.94	4.40	0.46	1.64	4.99	2.63	5.52	6.19		9.35	5.17	12.84	9.94
Total Payables	36.11	41.14	53.91	46.89	59.37	82.84	91.22	91.67	105.78	108.70	113.40	132.95	133.49	138.97	53.91
OPERATING															
Net Revenue/Budget	101 %	101 %	98 %	13 %	30 %	39 %	47 %	52 %	60 %	68 %	77 %	87 %	94 %	91 %	98 %
Operating Expense/Budget	97 %	95 %	97 %	7 %	15 %	30 %	36 %	42 %	48 %	56 %	61 %	76 %	82 %	89 %	97 %
Payroll/Total Expenses	62 %	66 %	67 %	56 %	68 %	73 %	71 %	70 %	69 %	68 %	67 %	69 %	69 %	68 %	67 %
EMPLOYEES															
FTE - Employees	81	81	81	79	79	79	79	79	79	79	79	79	79	79	81
FTE - Students	514	496	496	509	509	509	509	509	507	507	507	507	507	507	496

III. THE FIRST SURVEYS IN PRACTICE

This section presents survey forms to be used by surveyors in educational settings. The forms are the ones identical to the ones shown as examples in the second section. When needed, additional copies of various forms may be duplicated and added to the survey. Also, the pertinent educational documents should be attached.

1. SURVEY SUMMARY on by

1. Name of institution_____

2. Address_____

3. Telephone and FAX_____

4. Direction of how to get there_____

5. Level and type of institution_____

6. Year of establishment_____

7. Head of the institution, and title_____

SUMMARY OF ADEQUACY, taken from the following pages.

Forms	Average (Mean)	Spread (Standard Deviation)	Rank (Order)
INSTITUTIONAL AFFAIRS			
2. Educational survey.....	_____		_____
3. Institutional activities.....	_____	_____	_____
ACADEMIC AFFAIRS			
4. Academic activities.....	_____	_____	_____
5. Educational resources.....	_____	_____	_____
6A Opinion of course.....	_____	_____	_____
6B Opinion of course.....	_____	_____	_____
6C Opinion of course.....	_____	_____	_____
6D Opinion of course.....	_____	_____	_____
6E Opinion of course.....	_____	_____	_____
STUDENT AFFAIRS			
7. Student administration.....	_____	_____	_____
8. Church activities.....	_____	_____	_____
BUSINESS AFFAIRS			
9. Physical facilities.....	_____	_____	_____
10. Financial affairs.....	_____	_____	_____
Total....	_____		
1. INSTITUTIONAL ADEQUACY	_____		

Number of attached documents.....

2. EDUCATIONAL SURVEY of on by

PEOPLE:	Administration Chief	Administration Associates	Faculty	Staff	Students & Graduates 1	2	3	4	Tot	Grads
Number										
% Male										
%Religion										
Age*										
Education*										
Experience*										
Stud/employ										
AcPerform#										
Relations#										

FACILITIES:	Offices	Dorms	Others	Labs	Classrooms				
Rooms									
Size*									
Quality#									

RESOURCES:	Guides	AVs	Lib-books	Work-Cap.	Income	Expense
199_				%		
199_				%		
Adequacy#						

SCHEDULE/Year:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Terms/dates												
Days per term												
Major events												
Stud. tests												

OBJECTIVES ACHIEVED#: 1__, 2__, 3__, 4__, 5__, 6__, 7__, Total#__
SPECIAL RESOURCES: _____,#__
TEACHING METHODS*: _____,#__
STANDARDS/EVALUATION: _____,#__

* Average(Mean) # On scale 1-5, with 5 as the most outstanding.

3. INSTITUTIONAL ACTIVITIES SURVEY of on by

Complete the blanks and rate the adequacy on scale of 1-5, 5=most outstanding.

Areas	Responsibility of	Adequacy
1. School board activities.....	_____	1 2 3 4 5
2. Long range planning.....	_____	1 2 3 4 5
3. Administrative meetings.....	_____	1 2 3 4 5
4. Faculty and staff meetings.....	_____	1 2 3 4 5
5. Faculty and staff handbook.....	_____	1 2 3 4 5
6. Table of organization.....	_____	1 2 3 4 5
7. Accreditation.....	_____	1 2 3 4 5
8. Government relations.....	_____	1 2 3 4 5
9. Parent relations.....	_____	1 2 3 4 5
10. Community relations.....	_____	1 2 3 4 5
11. Relations with other schools...	_____	1 2 3 4 5
12. Faculty/staff relations.....	_____	1 2 3 4 5
13. Church relations.....	_____	1 2 3 4 5
14. Student recruitment.....	_____	1 2 3 4 5
15. Monitoring school objectives...	_____	1 2 3 4 5
16. Public events.....	_____	1 2 3 4 5
17. Graduations.....	_____	1 2 3 4 5
18. Alumni affairs.....	_____	1 2 3 4 5
19. Development/fund raising.....	_____	1 2 3 4 5
20. Institutional research.....	_____	1 2 3 4 5
AVERAGE ADEQUACY (Mean).....		_____
SPREAD OF ADEQUACY (Standard Deviation).....		_____

4. ACADEMIC ACTIVITIES SURVEY of _____ on _____ by _____

Complete the blanks and rate the adequacy on a scale 1-5, 5=most outstanding.

Area	Responsibility of	Adequacy
1. School bulletin.....	_____	1 2 3 4 5
2. Student admissions.....	_____	1 2 3 4 5
3. Student academic records.....	_____	1 2 3 4 5
4. Student grading system.....	_____	1 2 3 4 5
5. Class scheduling.....	_____	1 2 3 4 5
6. Religious education.....	_____	1 2 3 4 5
7. School music program.....	_____	1 2 3 4 5
8. Student work education.....	_____	1 2 3 4 5
9. Industrial education.....	_____	1 2 3 4 5
10. Course offerings.....	_____	1 2 3 4 5
11. Teacher supervision.....	_____	1 2 3 4 5
12. Teacher evaluation.....	_____	1 2 3 4 5
13. Teacher in-service ed.	_____	1 2 3 4 5
14. Library.....	_____	1 2 3 4 5
15. Audio-visuals.....	_____	1 2 3 4 5
16. Curriculum development.....	_____	1 2 3 4 5
17. Testing program/schedules.....	_____	1 2 3 4 5
18. Academic advising.....	_____	1 2 3 4 5
19. Teacher load adjustments.....	_____	1 2 3 4 5
20. Academic atmosphere.....	_____	1 2 3 4 5
AVERAGE ADEQUACY (Mean).....		_____
SPREAD OF ADEQUACY (Standard Deviation).....		_____

5. EDUCATIONAL RESOURCES SURVEY of _____ on _____ by _____

Complete the blank and rate the adequacy on scale of 1-5, 5=most adequate.

Area	Amount	% Over 15 Years Old	Adequacy
1. 000 area books, General	___vol.	_____%	1 2 3 4 5
2. 100 area books, Philosophy	_____	_____	1 2 3 4 5
3. 200 area books, Religion	_____	_____	1 2 3 4 5
4. 300 area books, Social St.	_____	_____	1 2 3 4 5
5. 400 area books, Languages	_____	_____	1 2 3 4 5
6. 500 area books, Science	_____	_____	1 2 3 4 5
7. 600 area books, Applied Sc.	_____	_____	1 2 3 4 5
8. 700 area books, Fine Arts	_____	_____	1 2 3 4 5
9. 800 area books, Literature	_____	_____	1 2 3 4 5
10. 900 area books, History	_____	_____	1 2 3 4 5
11. Magazines subscribed....	_____	.....	1 2 3 4 5
12. Card catalog.....	_____	.....	1 2 3 4 5
13. Projectors.....	_____	_____	1 2 3 4 5
14. TVs.....	_____	_____	1 2 3 4 5
15. Video-recorders.....	_____	_____	1 2 3 4 5
16. Tape-recorders.....	_____	_____	1 2 3 4 5
17. Computers for students..	_____	_____	1 2 3 4 5
18. Pianos for students.....	_____	_____	1 2 3 4 5
19. Science equipment.....	_____	_____	1 2 3 4 5
20. Physical Education equip.	_____	_____	1 2 3 4 5

AVERAGE ADEQUACY (Mean)....._____

SPREAD OF ADEQUACY (Standard Deviation)....._____

6A. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6B. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)....._____

6C. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1. is enthusiastic	0	1	2	3	4	5	_____
2. is friendly	0	1	2	3	4	5	_____
3. is helpful	0	1	2	3	4	5	_____
4. is open to other opinions	0	1	2	3	4	5	_____
5. is accessible to students	0	1	2	3	4	5	_____
6. stimulates interest	0	1	2	3	4	5	_____
7. stimulates curiosity	0	1	2	3	4	5	_____
8. prepared for the class	0	1	2	3	4	5	_____
9. knows the subject	0	1	2	3	4	5	_____
THE INSTRUCTOR ...(TEACHING METHODS)							
10. presents Christian view	0	1	2	3	4	5	_____
11. helps apply learning	0	1	2	3	4	5	_____
12. presents good examples	0	1	2	3	4	5	_____
13. uses good teaching aids	0	1	2	3	4	5	_____
14. leads discussions	0	1	2	3	4	5	_____
15. gives good assignments	0	1	2	3	4	5	_____
16. tests and grades fairly	0	1	2	3	4	5	_____
17. creates a good atmosphere	0	1	2	3	4	5	_____
18. uses course-time wisely	0	1	2	3	4	5	_____
THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19. worthwhile	0	1	2	3	4	5	_____
20. achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6D. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6E. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)						EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5 _____
2.	is friendly	0	1	2	3	4	5 _____
3.	is helpful	0	1	2	3	4	5 _____
4.	is open to other opinions	0	1	2	3	4	5 _____
5.	is accessible to students	0	1	2	3	4	5 _____
6.	stimulates interest	0	1	2	3	4	5 _____
7.	stimulates curiosity	0	1	2	3	4	5 _____
8.	prepared for the class	0	1	2	3	4	5 _____
9.	knows the subject	0	1	2	3	4	5 _____
	THE INSTRUCTOR ...(TEACHING METHODS)						
10.	presents Christian view	0	1	2	3	4	5 _____
11.	helps apply learning	0	1	2	3	4	5 _____
12.	presents good examples	0	1	2	3	4	5 _____
13.	uses good teaching aids	0	1	2	3	4	5 _____
14.	leads discussions	0	1	2	3	4	5 _____
15.	gives good assignments	0	1	2	3	4	5 _____
16.	tests and grades fairly	0	1	2	3	4	5 _____
17.	creates a good atmosphere	0	1	2	3	4	5 _____
18.	uses course-time wisely	0	1	2	3	4	5 _____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)						
19.	worthwhile	0	1	2	3	4	5 _____
20.	achieved stated objectives	0	1	2	3	4	5 AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

7. STUDENT ADMINISTRATION SURVEY of _____ on _____ by _____

Complete the blanks and rate adequacy on scale 1-5, 5=most adequate.

Area	Responsibility of	Adequacy
1. Student handbook.....	_____	1 2 3 4 5
2. Student discipline.....	_____	1 2 3 4 5
3. Health services.....	_____	1 2 3 4 5
4. Student organizations.....	_____	1 2 3 4 5
5. Student publications.....	_____	1 2 3 4 5
6. Counseling.....	_____	1 2 3 4 5
7. Foreign/minority students.....	_____	1 2 3 4 5
8. Student financial aid.....	_____	1 2 3 4 5
9. Student socials.....	_____	1 2 3 4 5
10. Student sport programs.....	_____	1 2 3 4 5
11. Church services.....	_____	1 2 3 4 5
12. Other worship activities.....	_____	1 2 3 4 5
13. Student religious activities..	_____	1 2 3 4 5
14. Student community services....	_____	1 2 3 4 5
15. Weeks of prayer.....	_____	1 2 3 4 5
16. Spiritual nurture.....	_____	1 2 3 4 5
17. Spiritual retreats.....	_____	1 2 3 4 5
18. Pastoral counseling.....	_____	1 2 3 4 5
19. Student evangelism.....	_____	1 2 3 4 5
20. Spiritual atmosphere.....	_____	1 2 3 4 5
AVERAGE ADEQUACY (Mean).....	_____	
SPREAD OF ADEQUACY (Standard Deviation).....	_____	

8. CHURCH ACTIVITIES SURVEY of _____ on _____ by _____

Complete the blanks and rate the adequacy on a scale of 1-5, with 5= most adequate or outstanding.

Area	Number	Adequacy	Quality
1. Sabbath school program.....	_____	1 2 3 4 5	
2. Senior classes.....	_____	1 2 3 4 5	1 2 3 4 5
3. Student classes.....	_____	1 2 3 4 5	1 2 3 4 5
4. Junior classes.....	_____	1 2 3 4 5	1 2 3 4 5
5. Children classes.....	_____	1 2 3 4 5	1 2 3 4 5
6. Church service.....	_____	1 2 3 4 5	1 2 3 4 5
7. Church decorations/flowers..	_____	1 2 3 4 5	1 2 3 4 5
8. Music.....	_____	1 2 3 4 5	1 2 3 4 5
9. Bulletin.....	_____	1 2 3 4 5	1 2 3 4 5
10. Male membership.....	_____	1 2 3 4 5	
11. Female membership.....	_____	1 2 3 4 5	
12. Active membership.....	_____	1 2 3 4 5	
13. Percentage of children.....	_____	1 2 3 4 5	
14. Number under 30 years of age	_____	1 2 3 4 5	
15. Pastoral staff.....	_____	1 2 3 4 5	
16. Volunteers.....	_____	1 2 3 4 5	
17. Seating in main sanctuary...	_____	1 2 3 4 5	1 2 3 4 5
18. Other parts of church.....		1 2 3 4 5	1 2 3 4 5
19. Church grounds.....		1 2 3 4 5	1 2 3 4 5
20. Church finances.....		1 2 3 4 5	1 2 3 4 5

AVERAGE ADEQUACY (Mean)..... _____

SPREAD OF ADEQUACY (Standard Deviation) _____

9. PHYSICAL FACILITIES SURVEY of _____ on _____ by _____

Evaluate and circle on a scale of 1 to 5, with 5 the best.

Area	Adequacy	Maintenance	Cleanliness
1. Classrooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
2. Halls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
3. Stairways	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
4. Laboratories	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
5. Men's Washrooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
6. Ladies' Washrooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
7. Teacher Offices	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
8. Administrative Offices	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
9. Auditorium	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
10. Storage Rooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
11. Cafeteria	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
12. School Store	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
13. Dormitory Rooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
14. Dormitory Lounges	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
15. Faculty Housing	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
16. Church	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
17. Play Grounds	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
18. Car Parking Areas	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
19. Grass and Trees	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
20. Roads and Sidewalks	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
AVERAGES	_____	_____	_____

SPREAD OF ADEQUACY (SD)... _____

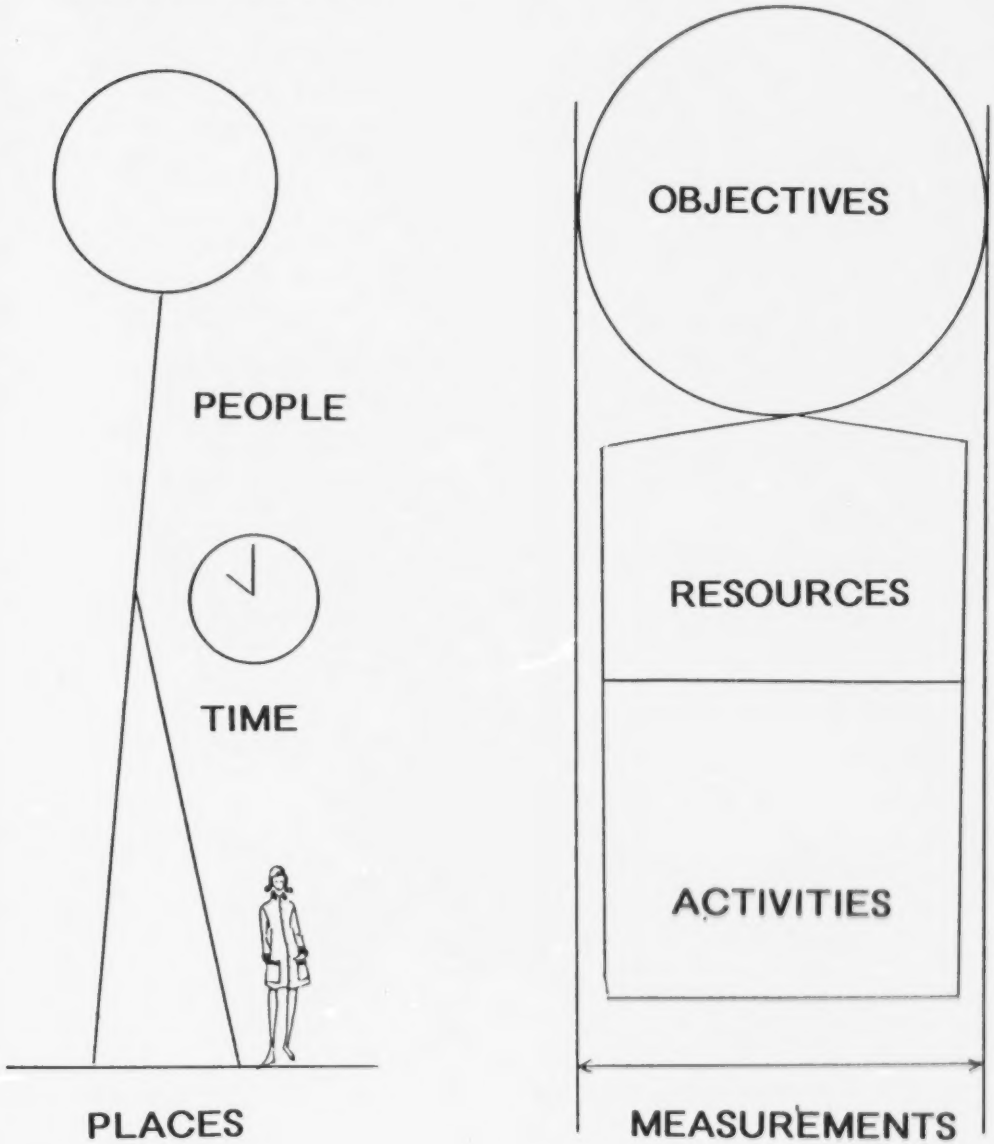
10. FINANCIAL AFFAIRS SURVEY of _____ on _____ by _____

Rate the adequacy, on a 5-point scale, with 5 the best.

Areas	Amount	Percentage	Adequacy
STUDENT EXPENDITURES			
1. Tuition per year.....	_____	_____	1 2 3 4 5
2. Fees per year.....	_____	_____	1 2 3 4 5
3. Dormitory room per year.....	_____	_____	1 2 3 4 5
4. Cafeteria charges per year...	_____	_____	1 2 3 4 5
5. Special charges, average.....	_____	_____	1 2 3 4 5
Total	_____	100 %	
SCHOOL OPERATING GAINS (OR LOSSES)			
6. Industries.....	_____	_____	1 2 3 4 5
7. Store.....	_____	_____	1 2 3 4 5
8. Cafeteria.....	_____	_____	1 2 3 4 5
9. Dormitories.....	_____	_____	1 2 3 4 5
10. Other.....	_____	_____	1 2 3 4 5
Total	_____	100 %	
INSTITUTIONAL INCOME			
11. Tuition and fees.....	_____	_____	1 2 3 4 5
12. Income from above 6-10.....	_____	_____	1 2 3 4 5
13. Board appropriations.....	_____	_____	1 2 3 4 5
14. Government subsidy.....	_____	_____	1 2 3 4 5
15. Donations and others.....	_____	_____	1 2 3 4 5
Total	_____	100 %	
INSTITUTIONAL EXPENSES			
16. Compensation of teachers...	_____	_____	1 2 3 4 5
17. Compensation of staff.....	_____	_____	1 2 3 4 5
18. Educational expenses.....	_____	_____	1 2 3 4 5
19. Administrative expenses.....	_____	_____	1 2 3 4 5
20. Other.....	_____	_____	1 2 3 4 5
Total	_____	100%	AVERAGE_____

SPREAD OF ADEQUACY (Standard Deviation).....

SORAM MODEL


PEOPLE
TIME
PLACES
OBJECTIVES
RESOURCES
ACTIVITIES
MEASUREMENTS

1. SURVEY SUMMARY on by

1. Name of institution_____

2. Address_____

3. Telephone and FAX_____

4. Direction of how to get there_____

5. Level and type of institution_____

6. Year of establishment_____

7. Head of the institution, and title_____

SUMMARY OF ADEQUACY, taken from the following pages.

Forms	Average (Mean)	Spread (Standard Deviation)	Rank (Order)
INSTITUTIONAL AFFAIRS			
2. Educational survey.....	_____		_____
3. Institutional activities.....	_____	_____	_____
ACADEMIC AFFAIRS			
4. Academic activities.....	_____	_____	_____
5. Educational resources.....	_____	_____	_____
6A Opinion of course.....	_____	_____	_____
6B Opinion of course.....	_____	_____	_____
6C Opinion of course.....	_____	_____	_____
6D Opinion of course.....	_____	_____	_____
6E Opinion of course.....	_____	_____	_____
STUDENT AFFAIRS			
7. Student administration.....	_____	_____	_____
8. Church activities.....	_____	_____	_____
BUSINESS AFFAIRS			
9. Physical facilities.....	_____	_____	_____
10. Financial affairs.....	_____	_____	_____
Total....	_____		
1. INSTITUTIONAL ADEQUACY	_____		

Number of attached documents.....

2. EDUCATIONAL SURVEY of _____ on _____ by _____

PEOPLE:	Administration Chief	Administration Associates	Faculty	Staff	Students & Graduates 1	2	3	4	Tot	Grads
Number										
% Male										
%Religion										
Age*										
Education*										
Experience*										
Stud/employ										
AcPerform#										
Relations#										

FACILITIES:	Offices	Dorms	Others	Labs	Classrooms					
Rooms										
Size*										
Quality#										

RESOURCES:	Guides	AVs	Lib-books	Work-Cap.	Income	Expense
199_				%		
199_				%		
Adequacy#						

SCHEDULE/Year:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Terms/dates												
Days per term												
Major events												
Stud. tests												

OBJECTIVES ACHIEVED#: 1__, 2__, 3__, 4__, 5__, 6__, 7__, Total#__
SPECIAL RESOURCES: _____,#__
TEACHING METHODS*: _____,#__
STANDARDS/EVALUATION: _____,#__

* Average(Mean) # On scale 1-5, with 5 as the most outstanding.

3. INSTITUTIONAL ACTIVITIES SURVEY of on by

Complete the blanks and rate the adequacy on scale of 1-5, 5=most outstanding.

Areas	Responsibility of	Adequacy
1. School board activities.....	_____	1 2 3 4 5
2. Long range planning.....	_____	1 2 3 4 5
3. Administrative meetings.....	_____	1 2 3 4 5
4. Faculty and staff meetings.....	_____	1 2 3 4 5
5. Faculty and staff handbook.....	_____	1 2 3 4 5
6. Table of organization.....	_____	1 2 3 4 5
7. Accreditation.....	_____	1 2 3 4 5
8. Government relations.....	_____	1 2 3 4 5
9. Parent relations.....	_____	1 2 3 4 5
10. Community relations.....	_____	1 2 3 4 5
11. Relations with other schools...	_____	1 2 3 4 5
12. Faculty/staff relations.....	_____	1 2 3 4 5
13. Church relations.....	_____	1 2 3 4 5
14. Student recruitment.....	_____	1 2 3 4 5
15. Monitoring school objectives...	_____	1 2 3 4 5
16. Public events.....	_____	1 2 3 4 5
17. Graduations.....	_____	1 2 3 4 5
18. Alumni affairs.....	_____	1 2 3 4 5
19. Development/fund raising.....	_____	1 2 3 4 5
20. Institutional research.....	_____	1 2 3 4 5
AVERAGE ADEQUACY (Mean).....		_____
SPREAD OF ADEQUACY (Standard Deviation).....		_____

4. ACADEMIC ACTIVITIES SURVEY of _____ on _____ by _____

Complete the blanks and rate the adequacy on a scale 1-5, 5=most outstanding.

Area	Responsibility of	Adequacy
1. School bulletin.....	_____	1 2 3 4 5
2. Student admissions.....	_____	1 2 3 4 5
3. Student academic records.....	_____	1 2 3 4 5
4. Student grading system.....	_____	1 2 3 4 5
5. Class scheduling.....	_____	1 2 3 4 5
6. Religious education.....	_____	1 2 3 4 5
7. School music program.....	_____	1 2 3 4 5
8. Student work education.....	_____	1 2 3 4 5
9. Industrial education.....	_____	1 2 3 4 5
10. Course offerings.....	_____	1 2 3 4 5
11. Teacher supervision.....	_____	1 2 3 4 5
12. Teacher evaluation.....	_____	1 2 3 4 5
13. Teacher in-service ed.	_____	1 2 3 4 5
14. Library.....	_____	1 2 3 4 5
15. Audio-visuals.....	_____	1 2 3 4 5
16. Curriculum development.....	_____	1 2 3 4 5
17. Testing program/schedules.....	_____	1 2 3 4 5
18. Academic advising.....	_____	1 2 3 4 5
19. Teacher load adjustments.....	_____	1 2 3 4 5
20. Academic atmosphere.....	_____	1 2 3 4 5
AVERAGE ADEQUACY (Mean).....		_____
SPREAD OF ADEQUACY (Standard Deviation).....		_____

5. EDUCATIONAL RESOURCES SURVEY of _____ on _____ by _____

Complete the blank and rate the adequacy on scale of 1-5, 5=most adequate.

Area	Amount	% Over 15 Years Old	Adequacy
1. 000 area books, General	___vol.	_____%	1 2 3 4 5
2. 100 area books, Philosophy	_____	_____	1 2 3 4 5
3. 200 area books, Religion	_____	_____	1 2 3 4 5
4. 300 area books, Social St.	_____	_____	1 2 3 4 5
5. 400 area books, Languages	_____	_____	1 2 3 4 5
6. 500 area books, Science	_____	_____	1 2 3 4 5
7. 600 area books, Applied Sc.	_____	_____	1 2 3 4 5
8. 700 area books, Fine Arts	_____	_____	1 2 3 4 5
9. 800 area books, Literature	_____	_____	1 2 3 4 5
10. 900 area books, History	_____	_____	1 2 3 4 5
11. Magazines subscribed....	_____	.....	1 2 3 4 5
12. Card catalog.....	_____	.....	1 2 3 4 5
13. Projectors.....	_____	_____	1 2 3 4 5
14. TVs.....	_____	_____	1 2 3 4 5
15. Video-recorders.....	_____	_____	1 2 3 4 5
16. Tape-recorders.....	_____	_____	1 2 3 4 5
17. Computers for students..	_____	_____	1 2 3 4 5
18. Pianos for students.....	_____	_____	1 2 3 4 5
19. Science equipment.....	_____	_____	1 2 3 4 5
20. Physical Education equip.	_____	_____	1 2 3 4 5

AVERAGE ADEQUACY (Mean)....._____

SPREAD OF ADEQUACY (Standard Deviation)....._____

6A. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)						EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5 _____
2.	is friendly	0	1	2	3	4	5 _____
3.	is helpful	0	1	2	3	4	5 _____
4.	is open to other opinions	0	1	2	3	4	5 _____
5.	is accessible to students	0	1	2	3	4	5 _____
6.	stimulates interest	0	1	2	3	4	5 _____
7.	stimulates curiosity	0	1	2	3	4	5 _____
8.	prepared for the class	0	1	2	3	4	5 _____
9.	knows the subject	0	1	2	3	4	5 _____
	THE INSTRUCTOR ...(TEACHING METHODS)						
10.	presents Christian view	0	1	2	3	4	5 _____
11.	helps apply learning	0	1	2	3	4	5 _____
12.	presents good examples	0	1	2	3	4	5 _____
13.	uses good teaching aids	0	1	2	3	4	5 _____
14.	leads discussions	0	1	2	3	4	5 _____
15.	gives good assignments	0	1	2	3	4	5 _____
16.	tests and grades fairly	0	1	2	3	4	5 _____
17.	creates a good atmosphere	0	1	2	3	4	5 _____
18.	uses course-time wisely	0	1	2	3	4	5 _____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)						
19.	worthwhile	0	1	2	3	4	5 _____
20.	achieved stated objectives	0	1	2	3	4	5 AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6B. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)						EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5 _____
2.	is friendly	0	1	2	3	4	5 _____
3.	is helpful	0	1	2	3	4	5 _____
4.	is open to other opinions	0	1	2	3	4	5 _____
5.	is accessible to students	0	1	2	3	4	5 _____
6.	stimulates interest	0	1	2	3	4	5 _____
7.	stimulates curiosity	0	1	2	3	4	5 _____
8.	prepared for the class	0	1	2	3	4	5 _____
9.	knows the subject	0	1	2	3	4	5 _____
	THE INSTRUCTOR ...(TEACHING METHODS)						
10.	presents Christian view	0	1	2	3	4	5 _____
11.	helps apply learning	0	1	2	3	4	5 _____
12.	presents good examples	0	1	2	3	4	5 _____
13.	uses good teaching aids	0	1	2	3	4	5 _____
14.	leads discussions	0	1	2	3	4	5 _____
15.	gives good assignments	0	1	2	3	4	5 _____
16.	tests and grades fairly	0	1	2	3	4	5 _____
17.	creates a good atmosphere	0	1	2	3	4	5 _____
18.	uses course-time wisely	0	1	2	3	4	5 _____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)						
19.	worthwhile	0	1	2	3	4	5 _____
20.	achieved stated objectives	0	1	2	3	4	5 AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation).....

6C. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation).....

6D. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

6E. OPINION OF COURSE entitled _____ on _____ by _____

Instructions: Circle the number that represents your opinion and give evidence or example:

0 = no, or does not apply
1 = almost never
2 = seldom
3 = sometimes
4 = often
5 = almost always

	THE INSTRUCTOR ...(IMPACT ON STUDENTS)							EVIDENCE/EXAMPLE:
1.	is enthusiastic	0	1	2	3	4	5	_____
2.	is friendly	0	1	2	3	4	5	_____
3.	is helpful	0	1	2	3	4	5	_____
4.	is open to other opinions	0	1	2	3	4	5	_____
5.	is accessible to students	0	1	2	3	4	5	_____
6.	stimulates interest	0	1	2	3	4	5	_____
7.	stimulates curiosity	0	1	2	3	4	5	_____
8.	prepared for the class	0	1	2	3	4	5	_____
9.	knows the subject	0	1	2	3	4	5	_____
	THE INSTRUCTOR ...(TEACHING METHODS)							
10.	presents Christian view	0	1	2	3	4	5	_____
11.	helps apply learning	0	1	2	3	4	5	_____
12.	presents good examples	0	1	2	3	4	5	_____
13.	uses good teaching aids	0	1	2	3	4	5	_____
14.	leads discussions	0	1	2	3	4	5	_____
15.	gives good assignments	0	1	2	3	4	5	_____
16.	tests and grades fairly	0	1	2	3	4	5	_____
17.	creates a good atmosphere	0	1	2	3	4	5	_____
18.	uses course-time wisely	0	1	2	3	4	5	_____
	THE COURSE WAS... (OVERALL REACTION TO THE COURSE)							
19.	worthwhile	0	1	2	3	4	5	_____
20.	achieved stated objectives	0	1	2	3	4	5	AVERAGE (1-20)____

SPREAD OF SCORES (Standard Deviation)..... _____

7. STUDENT ADMINISTRATION SURVEY of on by

Complete the blanks and rate adequacy on scale 1-5, 5=most adequate.

Area	Responsibility of	Adequacy
1. Student handbook.....	_____	1 2 3 4 5
2. Student discipline.....	_____	1 2 3 4 5
3. Health services.....	_____	1 2 3 4 5
4. Student organizations.....	_____	1 2 3 4 5
5. Student publications.....	_____	1 2 3 4 5
6. Counseling.....	_____	1 2 3 4 5
7. Foreign/minority students.....	_____	1 2 3 4 5
8. Student financial aid.....	_____	1 2 3 4 5
9. Student socials.....	_____	1 2 3 4 5
10. Student sport programs.....	_____	1 2 3 4 5
11. Church services.....	_____	1 2 3 4 5
12. Other worship activities.....	_____	1 2 3 4 5
13. Student religious activities..	_____	1 2 3 4 5
14. Student community services....	_____	1 2 3 4 5
15. Weeks of prayer.....	_____	1 2 3 4 5
16. Spiritual nurture.....	_____	1 2 3 4 5
17. Spiritual retreats.....	_____	1 2 3 4 5
18. Pastoral counseling.....	_____	1 2 3 4 5
19. Student evangelism.....	_____	1 2 3 4 5
20. Spiritual atmosphere.....	_____	1 2 3 4 5
AVERAGE ADEQUACY (Mean).....		_____
SPREAD OF ADEQUACY (Standard Deviation).....		_____

8. CHURCH ACTIVITIES SURVEY of _____ on _____ by _____

Complete the blanks and rate the adequacy on a scale of 1-5, with 5= most adequate or outstanding.

Area	Number	Adequacy	Quality
1. Sabbath school program.....	_____	1 2 3 4 5	
2. Senior classes.....	_____	1 2 3 4 5	1 2 3 4 5
3. Student classes.....	_____	1 2 3 4 5	1 2 3 4 5
4. Junior classes.....	_____	1 2 3 4 5	1 2 3 4 5
5. Children classes.....	_____	1 2 3 4 5	1 2 3 4 5
6. Church service.....	_____	1 2 3 4 5	1 2 3 4 5
7. Church decorations/flowers..	_____	1 2 3 4 5	1 2 3 4 5
8. Music.....	_____	1 2 3 4 5	1 2 3 4 5
9. Bulletin.....	_____	1 2 3 4 5	1 2 3 4 5
10. Male membership.....	_____	1 2 3 4 5	
11. Female membership.....	_____	1 2 3 4 5	
12. Active membership.....	_____	1 2 3 4 5	
13. Percentage of children.....	_____	1 2 3 4 5	
14. Number under 30 years of age	_____	1 2 3 4 5	
15. Pastoral staff.....	_____	1 2 3 4 5	
16. Volunteers.....	_____	1 2 3 4 5	
17. Seating in main sanctuary...	_____	1 2 3 4 5	1 2 3 4 5
18. Other parts of church.....		1 2 3 4 5	1 2 3 4 5
19. Church grounds.....		1 2 3 4 5	1 2 3 4 5
20. Church finances.....		1 2 3 4 5	1 2 3 4 5

AVERAGE ADEQUACY (Mean)..... _____

SPREAD OF ADEQUACY (Standard Deviation) _____

9. PHYSICAL FACILITIES SURVEY of _____ on _____ by _____

Evaluate and circle on a scale of 1 to 5, with 5 the best.

Area	Adequacy	Maintenance	Cleanliness
1. Classrooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
2. Halls	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
3. Stairways	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
4. Laboratories	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
5. Men's Washrooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
6. Ladies' Washrooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
7. Teacher Offices	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
8. Administrative Offices	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
9. Auditorium	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
10. Storage Rooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
11. Cafeteria	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
12. School Store	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
13. Dormitory Rooms	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
14. Dormitory Lounges	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
15. Faculty Housing	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
16. Church	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
17. Play Grounds	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
18. Car Parking Areas	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
19. Grass and Trees	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
20. Roads and Sidewalks	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
AVERAGES	_____	_____	_____

SPREAD OF ADEQUACY (SD)... _____

10. FINANCIAL AFFAIRS SURVEY of _____ on _____ by _____

Rate the adequacy, on a 5-point scale, with 5 the best.

Areas	Amount	Percentage	Adequacy
STUDENT EXPENDITURES			
1. Tuition per year.....	_____	_____	1 2 3 4 5
2. Fees per year.....	_____	_____	1 2 3 4 5
3. Dormitory room per year.....	_____	_____	1 2 3 4 5
4. Cafeteria charges per year...	_____	_____	1 2 3 4 5
5. Special charges, average.....	_____	_____	1 2 3 4 5
Total	_____	100 %	
SCHOOL OPERATING GAINS (OR LOSSES)			
6. Industries.....	_____	_____	1 2 3 4 5
7. Store.....	_____	_____	1 2 3 4 5
8. Cafeteria.....	_____	_____	1 2 3 4 5
9. Dormitories.....	_____	_____	1 2 3 4 5
10. Other.....	_____	_____	1 2 3 4 5
Total	_____	100 %	
INSTITUTIONAL INCOME			
11. Tuition and fees.....	_____	_____	1 2 3 4 5
12. Income from above 6-10.....	_____	_____	1 2 3 4 5
13. Board appropriations.....	_____	_____	1 2 3 4 5
14. Government subsidy.....	_____	_____	1 2 3 4 5
15. Donations and others.....	_____	_____	1 2 3 4 5
Total	_____	100 %	
INSTITUTIONAL EXPENSES			
16. Compensation of teachers...	_____	_____	1 2 3 4 5
17. Compensation of staff.....	_____	_____	1 2 3 4 5
18. Educational expenses.....	_____	_____	1 2 3 4 5
19. Administrative expenses.....	_____	_____	1 2 3 4 5
20. Other.....	_____	_____	1 2 3 4 5
Total	_____	100%	AVERAGE_____

SPREAD OF ADEQUACY (Standard Deviation).....

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